United Nations ST/IC/2005/53

Secretariat

26 September 2005

# Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2006 competitive examination for French language teachers**

1. A competitive examination for the recruitment of full-time French language teachers will be held on 23 January 2006 at United Nations Headquarters in New York and other locations according to the number and location of qualified candidates convoked for the examination. The purpose of this examination is to establish a roster from which present and future vacancies for French language teachers in the Staff Development and Learning Service of the Office of Human Resources Management in New York will be filled. The first vacancies are expected in April 2006.

2. Full-time French teachers with the United Nations must teach an average of 15 hours per week and devote an equivalent number of work hours to course preparation and correcting students' work. In addition, each full-time French teacher is assigned tasks such as drafting and updating of teaching materials and examinations, designing specialized and communications courses, developing websites, consulting with students and participating in meetings and seminars. Full-time teachers participate in activities related to the United Nations Language Proficiency Examination as part of their assigned tasks. They are also expected to carry out other activities for the Learning Service when called upon to do so.

3. The examination is open to all staff members of the United Nations Secretariat who meet the eligibility and qualification requirements and to qualified external applicants. French teachers working part-time at Headquarters may apply as external applicants. Staff members from subsidiary organs of the United Nations and those working for a United Nations body, fund or specific programme or assigned to special missions are also considered external candidates for the purpose of this examination.

4. Staff members of the United Nations Secretariat applying for the examination must:

(a) Have French as their main language[1] and be fluent in English;

* Expiration date of the present information circular: 31 December 2006.

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(b) Have an advanced university degree (Masters) in French language teaching, applied linguistics, linguistics, languages or related field. Degrees should come from a university or equivalent institution at which French is the language of instruction. Degrees with special emphasis on the theory and practice of teaching French as a second or foreign language to adult learners are desirable;

(c) Have at least five years' recent experience teaching French as a second or foreign language to adults, preferably in a professional setting;

(d) Possess a good knowledge of current word-processing and database applications;

(e) Have experience using video, websites and/or multimedia to teach French.

Knowledge of other official languages of the United Nations (Arabic, Chinese, Russian or Spanish) is desirable.

5. All applications will be reviewed by the Board of Examiners. If a large number of applications are received, the Board reserves the right to admit to the examination only the most qualified candidates, based on a review of qualifications that are over and above the minimum criteria set out in paragraph 4. Candidates who are invited to sit for the examination will be notified in writing of the Board's decision in respect of their application by early December. Candidates should be aware that the United Nations will not be able to reimburse travel expenses to and from Headquarters for either part of the examination.

6. The written examination, which is four hours in duration, will consist of essay questions in one or more of the following areas:

(a) Knowledge of the French language;

(b) Second-language acquisition;

(c) Language teaching methodology;

(d) Computer-assisted language learning and use of multimedia in the classroom;

(e) Courses design for special purposes;

(f) Language testing.

The use of a dictionary or any other reference material will not be permitted during the examination. Candidates invited to participate in the written examination will also be requested to provide a videotape of their teaching.

7. On the basis of the results of the written examination, the Board of Examiners will invite selected candidates to the second part of the examination, which will take place in New York approximately four weeks after the written examination and will consist of the candidates teaching a class and sitting for an interview with the Board of Examiners.

8. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All candidates admitted to the second part of the examination will be informed in writing of the

Board's final recommendations in respect of their candidature. The Board does not release individual scores/results.

9. Successful candidates selected from the roster to fill the vacancies are normally offered a one-year probationary appointment as French language teachers. Upon satisfactory completion of the trial period, their appointment will be extended.

10. The salary scale for staff in the Language Teacher category comprises 12 steps, each corresponding to an annual increment awarded if performance is satisfactory. The scale is available in the electronic version of the Human Resources Handbook.

11. Language teachers are also entitled to the following benefits:

(a) Dependency benefits;

(b) Participation in the United Nations Joint Staff Pension Fund.

The yearly schedule of work for language teachers consists of three terms of 13 weeks each. There is a summer recess of approximately eight weeks, and there are scheduled breaks between terms: three weeks in December and two weeks in April.

12. Candidates should complete the attached application by e-mail or fax it no later than 25 November 2005 to:

2006 Competitive Examination for French Language Teachers
Fax number: (212-963-3683)
E-mail: OHRM_exam@un.org

Since all mail addressed to offices at Headquarters undergoes a process of sterilization and radiation, mailed applications may be delayed for up to four weeks. In order to prevent delays in the receipt of documentation, only e-mailed or faxed applications will be accepted.

*Notes*

[1] "Main language" is to be understood as the language in which the candidate is best able to teach. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

# Application

## 2006 competitive examination for French-language teachers

Index No. ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Sex Male ☐ Female ☐

Date of entry on duty Month ☐☐ Year ☐☐☐☐

Type of contract _____ Expiration date _____

Department/Office _____ Duty station _____

Room No. _____ Tel. extension _____ Fax No. _____ E-mail _____

Have you taken this examination before? Yes ☐ Year ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ Year ☐☐☐☐ No ☐

If yes, which examination(s)? _____

What is your main language?[a] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

**Please complete an up-to-date P.11 form, or preferably a personal history profile form, and attach it to this application. Describe your work experience (giving dates and length of time) in French language teaching, including development of courses for specific purposes. Also indicate any international experience you may have.**

**Applications submitted without either a P.11 or personal history profile form will not be considered.**

**In the space below, please indicate your experience using multimedia, video, the Internet and computers for French-language programme development and teaching, language testing and programme management. Specify software you are proficient in using and whether you have experience in web-page design for language teaching.**

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

(When applying by e-mail, type the date and your name below.)

*Notes*

[a] "Main language" should be understood to be the language in which the candidate is best able to teach. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.